



CSMC

CANADIAN SEATING &
MOBILITY CONFERENCE

Forward Together

SEPTEMBER 10-11, 2024

Exhibitor Prospectus

2024 Canadian Seating &
Mobility Conference



TENTATIVE EXHIBITOR SCHEDULE

Sept. 10

7:30 a.m. to 10 a.m. | CSMC Partner Move-In

10 a.m. to 2 p.m. | General Move-In For Exhibitors

2:30 p.m. to 6 p.m. | Exhibit Hall Open

Sept. 11

9:30 a.m. to 2 p.m. | Exhibit Hall Open

2 p.m. | Exhibitor Tear Down



Eligibility

Any manufacturer or supplier of healthcare or assistive technologies products or services may apply for booth space. The Canadian Seating and Mobility Conference reserves the right to decline any application for space if the products or services to be shown or demonstrated are deemed inappropriate or outside the scope of the conference. Any company requesting nonprofit booth space must be registered in Canada as a nonprofit agency and will be asked for proof of this status. The CSMC board will be the final determinant as to who may exhibit.

Booth Design and Cost

Prices listed exclude HST, please add 13% HST to selected space

Booth Price for Plaza Ballroom and Plaza Upper Foyer:

		2024 Exhibitors	VGM Supplier
1 Booth	10' x 10'	\$4,200	\$3,780
2 Booths	20' x 10'	\$7,900	\$7,110
3 Booths	30' x 10'	\$11,700	\$10,530
4 Booths	20' x 20'	\$13,500	\$12,150
6 Booths	30' x 20'	\$19,900	\$17,910

Payments are to be made in Canadian funds payable to the Canadian Seating & Mobility Conference. Please note the entire exhibit hall is carpeted. The following item is included in the rates quoted, if requested on the Exhibitor's Contract.

1. Draped display booth (pipe and drape) that will consist of a back wall 8 feet high and side walls 3 feet high extending from the back wall. (Applicable to standard booths.) Exhibitors must adhere to height and width restrictions and are prohibited from constructing booth walls that block other exhibits.

For electrical service, please see order forms provided by Encore.

Booth Reservation and Required Payment

Exhibit space will be allocated within the Plaza Ballroom and Plaza Foyer. To ensure your preferred location, return your completed booth contract at your earliest convenience. The contract must be returned to the CSMC office with the correct payment as follows:

1. All contracts for booth space received by CSMC must include payment in full for the total booth space requested.
2. Booth assignment will be made upon receipt of full payment. In the event that the allocated booth space is reassigned to another company, such reassignment shall not relieve the exhibitor from any liability for payment of the outstanding balance.

Cancellation or Reduction of Booth Space by CSMC

CSMC at its sole discretion may cancel this contract, with reasonable cause, or upon the occurrence of events beyond its control, which makes performance impossible or useless, upon written notice to the exhibitor by an authorized agent, employee, or officer of the CSMC. CSMC reserves the right to alter, reduce, or redistribute allocated space upon reasonable cause, or upon the occurrence of events beyond its control which render previous space allocation impossible or useless, upon written notice to the exhibitor by an authorized agent, employee, or officer of the CSMC. In the event of such cancellation or reduction, CSMC agrees to negotiate in good faith toward refund, reduction, or alternate application of the sums paid by the exhibitor as rental fees.

Cancellation or Reduction of Booth Space by the Exhibitor

Cancellation or reduction in space registration on or before June 1, 2024, is subject to an administrative fee of 30% of the total cost of the space. **No refund of payment** will be made if cancellation of booth space registration occurs after June 1, 2024. The CSMC will be entitled to all monies paid and owed as liquidated damages. Refunds, where applicable, shall be made without interest. Cancellation or reduction in space registration must be received by the CSMC office in writing.

Insurance

While every effort will be made to provide security for exhibits while at the Delta Hotel Toronto Airport & Conference Center, neither the CSMC nor the Delta Hotel Toronto Airport & Conference Center, will assume responsibility for loss or damage to exhibits or other exhibitor property. The CSMC strongly recommends that each exhibiting company secure a rider policy through its insurance carrier to cover all booth and display items during transportation to and from the conference as well as during installation, show dates, and dismantling.



Exhibitor Registration, Badges and Wednesday Lunch*

Exhibitors must register via email for the company personnel badges by **Aug. 11, 2024**. Complimentary lunch will be provided for booth personnel on Wednesday, Sept. 11.

*Lunch not provided on setup day, Tuesday, Sept. 10.

Please note:

- Individual badge pickup will be on-site at the Registration Kiosks after noon on Tuesday, Sept. 10.
- Badges required after Aug. 11 will be at a cost of \$20 (plus HST) per badge.

Exhibitor Code of Conduct

- Exhibitors are expected to conduct themselves in a professional and respectful manner at all times with both delegates and fellow exhibitors.
- Prior authorization must be requested from show management prior to taking videos or photos outside of your own booth.
- Please contact show management immediately should you identify an item requiring attention.

Failure to comply with the code of conduct may result in administrative action up to and including expulsion from the conference with no monies refunded.

Policy Statement

CSMC Exhibit Hall registration is open to industry professionals only. The CSMC show reserves the right to accept or reject registrations and to cancel any previously-accepted registrations, at any time, at its sole discretion.

Any non-exhibiting attendee who is observed to be soliciting business within the exhibit hall floor will be asked to leave immediately.

EXHIBITOR AGREEMENT

TO RESERVE YOUR BOOTH SPACE, PLEASE COMPLETE THE FOLLOWING:



Company Name: _____

Street Address: _____

City/Town: _____ Province/State: _____ Postal/ZIP Code: _____

Telephone: (_____) _____ Fax: (_____) _____ Email: _____

I acknowledge that I have read the terms of the code of conduct as outlined in the Exhibitor Prospectus and assure that our company and booth personnel will respect and abide by the rules. Booth space is not confirmed without full payment.

Contact Person: _____ Signing Officer: _____

Telephone: (_____) _____ Fax: (_____) _____ Email: _____

The following booth numbers indicate our preference: 1st Choice (s): _____ 2nd Choice (s): _____

Number of Booths Requested: _____

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Prices listed exclude HST, please add 13% HST to selected space.

TOTAL BOOTH COST \$ _____

ADD 13% HST \$ _____

TOTAL \$ _____

HST NO. 85165 9664

RETURN THE COMPLETED FORM
ALONG WITH CORRECT PAYMENT
INCLUDING 13% HST TO:

**Canadian Seating &
Mobility Conference**
105 - 3050 Harvester Road
Burlington, ON L7N 3J1

For More Information:
Tel: (905) 257-7002
Fax: (905) 257-7002
Email: nancy.hall@vgm.com

This contract and payment thereof will act as your invoice.

METHOD OF PAYMENT - Please circle one: VISA MASTERCARD CHEQUE (payable to CSMC)			
Card # _____	Expiry Date _____		
Security Code (3 digit code on back) _____			
Name of Cardholder _____			
Signature of Cardholder _____			